



Clark County Regional Support Network Policy Statement

Policy No. 30
Policy Title: Inpatient Data Requirements
Effective Date: 09/01/2001

Policy: State reporting is required for all inpatient authorizations processed by the RSN. The RSN has developed the following data collection procedures in order to provide the needed reporting to Washington State Mental Health Division.

Reference: WAC 388-865, Washington State Mental Health Division/Clark County Contract.

Procedure:

- 1) At the time of a request for an inpatient hospitalization, the Inpatient Data Form is completed. (see Attachment).
- 2) The RSN will issue the State Inpatient Authorization number for each voluntary and involuntary admission within 24 hours of request for authorization. The admission information is then entered into the RSN Inpatient database.
- 3) The State authorization number is faxed or emailed to the admitting facility for their records and confirmation of the authorization. The fax will contain the following information:
 - a) Consumer Name
 - b) Date of Birth
 - c) Admission Date
 - d) State Authorization Number
- 4) As the contracted crisis providers, CRMHS and PeaceHealth will notify The RSN of any involuntary inpatient admission within 24 hours of admission. The Inpatient Data Form will be completed by the provider, faxed to the RSN, and the demographic information for the consumer will then be entered into the RSN inpatient database.
- 5) The RSN will be notified by the admitting hospital within 24 hours of discharge of a PHP authorized or ITA consumer.
- 6) The RSN will electronically transmit all Inpatient data to the Mental Health Division.

Approved by: _____ Date: _____
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Clark County Department of Community Services